

NOTICE OF EQUIPMENT TRANSFER/SURPLUS



THE Magistrate Court DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Floor ceramic heater	worn off		N
Heater fan	HF-0020		N
Black desk chair	CA41487		
Black desk chair	worn off		

(CHECK APPROPRIATE SELECTION BELOW FOR TRANSFER OR SURPLUS)

 THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE DEPARTMENT.

 THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE MOTOR POOL/PUBLIC WORKS DEPARTMENT.

 THE FIXED ASSETS LISTED ABOVE WERE TRANSFERRED TO THE PARKER RD. STORAGE.

OR

THE FIXED ASSETS LISTED ABOVE WERE SURPLUSED TO THE DEPARTMENT CHECKED BELOW.

☒ SURPLUSED TO PARKER RD. STORAGE (FURNITURE ,EQUIPMENT ,COMPUTERS, ETC.)

 SURPLUSED TO FLEET SERVICES (VEHICLES)

**IT IS THE RESPONSIBILITY OF THE TRANSFERRING DEPARTMENT TO NOTIFY THE
MAINTENANCE DEPARTMENT FOR PICKUP AND REMOVAL TO STORAGE AFTER THE BOC APPROVAL.**

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

Judge Phinia Aten

ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

DATE

This form goes to the receiving department along with the equipment. After receiving department gets all of the equipment being transferred, sign this form and forward to the Finance Department. At this time the equipment is to be removed from the transferring department's fixed assets and added to the receiving department's fixed assets. Please forward the Finance Department an updated copy of your current fixed asset / inventory lists.

IF SURPLUSED:

BOARD OF COMMISSIONER'S ACTION (APPROVE / DECLINE)

DATE

2016-400

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DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Metal racks			Y
Gray table			Y
Paper shredder	SPL-XC240P		N
Gray desk chair	PA-25276		N
Paper shredder	HS1000		N

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RECEIVING DEPARTMENT:

Judge Ph...
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE

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THE Magistrate Court DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:

DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y/N
Typewriter			N
Oversize wood desk			Y
Brown leather armrest chair			Y
Miscellaneous foam items			N/A
(5) Five wood chairs			Y

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RECEIVING DEPARTMENT:

[Signature]
ELECTED OFFICIAL/DEPARTMENT HEAD

ELECTED OFFICIAL/DEPARTMENT HEAD

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DESCRIPTION:	SERIAL #	ASSET #	OPERABLE Y / N
Panasonic microwave	AW315402169		Y
Scanner	Fi-5530C2		N
Fire extinguisher			N

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